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# GREENBELT

MARYLAND

# MANUAL

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## INFORMATION FOR GREENBELT RESIDENTS

Dear Fellow Citizen:

We are glad you have selected Greenbelt as your home. You are to be congratulated on becoming a citizen here because only a small proportion of the number of applicants can be accommodated. Greenbelt was planned and built to provide many services that would contribute to the convenience, comfort and happiness of the men and women, boys and girls, who live here.

Greenbelt offers all the opportunities and advantages of urban community life in a pleasant and healthful environment with more light, space and recreational facilities than we know can be found any place else. Children will find ample space to play where mothers do not need to worry about traffic hazards or the many other undesirable features that are found in the average town.

We of the Management Staff want you to feel that the house in which you live is your home, and we want you to enjoy it with as little restriction as is consistent with the best general policy. There are, however, certain regulations and suggestions that become necessary in order to satisfactorily carry out our purpose to the best advantage of the whole community.

It has been most gratifying to note that in our experience no regulations are necessary for 90% of the people, and we believe that the other 10% will try to cooperate and to adjust themselves to the community life. The ordinary rules of conduct of the average citizen in any community also apply to Greenbelt; and, by cooperating with your neighbor and the Management, you will find your residence here more enjoyable and beneficial as time goes on.

Certain conditions of occupancy are set forth in the lease which you have signed; and, in so doing, you have contracted with the Federal Government, through its Management Staff, to cooperate in the satisfactory maintenance of your premises. PLEASE READ YOUR LEASE CAREFULLY AND IN DETAIL. Failure to observe conditions set forth will ultimately result in increasing management costs, which are in turn reflected in rents. Carelessness, deliberate or otherwise, will result in assessments to cover the cost of the damages; and, in order to eliminate this possibility, we urge you to treat your home and surroundings in the same manner you would if the property were your own.

*Roy S. Braden*

Roy S. Braden  
Community Manager

JAN 13 1943



### OFFICE HOURS

The Management Office is open from 8:30 A. M. to 4:00 P. M. daily, except Saturday and Sunday. On Saturday the hours are 8:30 A. M. to 12:30 P. M. It is requested that all matters of business be conducted at the office in order that you may be sure your request will be given proper attention. Requests made of staff members by telephone, or in person at their homes or on the street, except in cases of emergency, will likely be forgotten before getting to the office.

### PAYMENT OF RENT

All rent bills for the original Greenbelt homes are due and payable at the office of the Chief Accountant on the first day of each month. Bills not paid by the twelfth of the month are reported delinquent to Washington offices. This is important. Please give it your careful attention.

All rent bills on the Defense Homes are due and payable on the fifteenth of each month, and will be reported delinquent if not paid by the twenty-seventh of the month.

### REPORTING COMPLAINTS

All residents are requested to report to the office in person or by phone any need for repairs to or maintenance of their dwellings. These repairs will be taken care of promptly, but in case of an oversight, please call it to the attention of the Management Office at once.

### REFRIGERATORS

Prior to Starting: When a tenant occupies a dwelling, the refrigerator should be in operation. In any event, on the day of occupancy the box will be started up by the Maintenance Department. The tenant will refrain from endeavoring to put the box in operation, inasmuch as all the valves of the cooling system may be closed and serious trouble would develop mechanically unless handled by a refrigerator man.

Operation: The adjustment of the Cold Control varies with the individual need. If the occupant varies the adjustment of the regulator, it is not difficult to determine which location keeps the refrigerator to the temperature desired.

Do not keep any more ice cubes made than immediately required. Never place wax paper across the shelves as that stops circulation of air in the food compartment. Keep all food in closed containers, otherwise the evaporator will absorb the moisture from the contents, thereby weakening the natural flavors as well as giving a withered appearance to uncooked vegetables. The latter should be kept in a hydrator.

## REFRIGERATORS (Cont'd)

Refrigerant odors come from uncovered foods generally, or in some cases the food compartment is not being properly washed after defrosting. The exception is a gas leak which may develop at any time in any refrigerator. Immediate notice should be given the Management Office of this condition. Some of these boxes contain sulphur dioxide as a refrigerant; and, should a leak develop, immediately open the kitchen windows and isolate the room. Though objectionable, this gas is not deadly, but may cause dry throat and coughing for a short while.

Outside finish: Use only Ivory soap and warm water, except near rubber gaskets, as the soap tends to deteriorate the rubber.

Ice cube compartment: Never remove cube trays with an ice pick or other sharp instrument, as a slip might cause a rupture in the cooling unit and a resultant leak in the refrigerator.

Chilling desserts, such as ice cream, sherbets, etc., should be placed in cube trays, and the chiller adjustment set to maximum, or quick freeze, for the duration of the preparation. As soon as the dessert is frozen, return the adjustment to normal position.



Defrosting: For efficient, economical operation, care should be taken to defrost the refrigerator whenever the condensation (snow) on the freezing unit is  $\frac{1}{4}$  inch thick. To defrost, set temperature control to "Defrost" ("Zero" if no defrost mark is indicated). This automatically cuts off the motor and allows the accumulated frost on the coils to melt, but does not permit the food to spoil.

When the unit is defrosted, empty the water out of the defrosting dish and return control to original adjustment. The food compartment should be defrosted and cleaned inside at least once a week or as often as the frost gets  $\frac{1}{4}$  inch thick. A mild solution of warm water and baking soda is recommended to clean the food compartment.

Maintenance: Any unusual condition or noise developing in the refrigerator warrants immediate notification to the Management Office. Tinkering or attempting to cure the condition by the tenant very possibly can cause serious difficulties, which may be averted by the Maintenance man who is here to serve you.

The refrigerator should be kept in operation at all times. If a tenant leaves on a vacation, the refrigerator should be turned to its lowest point and left running. In many cases persons have disconnected their refrigerators upon leaving for a vacation and have caused much trouble to the Maintenance Department.

## RANGES

A representative of the Potomac Electric Power Company will be sent to your home without charge for personal instructions in operating your range, if you desire. The most important factor in the successful operation of the electric range is to keep it clean at all times. Food spilling over will lodge beneath the cooking elements and soon burn out the wires if not cleaned off. Damage caused by negligence or carelessness will be repaired at the expense of the tenant.



## ASPHALT TILE FLOORS

To insure the preservation of the asphalt tile floors in your home, care should be taken when selecting the cleanser or wax to be used. No cleanser or wax containing any inflammable ingredients or spirits; such as, gasoline, kerosene, linseed oil, machine oil or any patented preparation for cleaning clothes, should be used. The properties mentioned have a tendency to dissolve or deteriorate the type of tile floors in your home. Under no circumstances should a turpentine wax be applied, whether in liquid or paste form. For the correct cleansing agent consult your Greenbelt stores, as they sell only the approved waxes for such type floors.

The following procedure is recommended for the proper care of your tile floors. After removing surface dirt with a dry mop, wash floor thoroughly with a solution of warm water and a non-caustic soap. Do not rub too



vigorously or allow the water to remain too long on the floor, as this will cause permanent discoloration and spots. After washing be sure to rinse surface with clean, clear water, preferably cold. Dry the floor with a clean, dry cloth, polishing to a sheen. Before applying wax, be certain the floor is dry. The wax should then be applied in even strokes. A wax applicator is recommended for a more uniform and quicker coating, but a soft, clean cloth can be used with good results.

To insure a thorough drying of the wax, there should be no traffic on the floor for at least an hour. A brighter luster is obtained by polishing the floor after the wax is thoroughly dried. Polishing will tend to solidify the wax to a greater extent and thus preserve the floor. Waxes known as water emulsion waxes are satisfactory for use on asphalt tile floors and can be purchased at the Greenbelt stores.

All heavy furniture - beds, davenport, etc. - should have glass or rubber coasters under the legs to prevent damage to the floor. Damage caused by lack of this protection will be repaired at the tenant's expense.



### CLEANING OF PAINTED WALLS AND WOODWORK

The walls and woodwork throughout your home have been decorated in oil paint, which is much easier to keep clean than the casein or water paint originally used.

In cleaning, we suggest that you use Ivory soap and warm water for best results, then rinse with clear water. In washing the walls, use the up and down stroke, not taking too large a space at a time before rinsing.

The ceilings in the kitchen and bath room are also in oil and can be washed the same as in the above method. All other ceilings are in casein or water paint and cannot be washed without leaving marks. Therefore, we suggest that you do not touch them at all. In case any of the paint on the ceilings should begin to peel, you should notify the Management Office at once so that it can be checked and taken care of immediately.

### PLACING OF PICTURES ON WALLS

In placing pictures on the walls, you will notice a picture molding for this purpose in each room. Picture hooks should be used with picture wire extending down to the length desired. However, if you insist on putting tacks or nails in the walls, please use a very small tack or nail in order not to make a large hole in the wall. Do not use any kind of tape to keep the plaster from breaking, for this only burns into the plaster in a short time and causes much trouble when redecorating. The tenant will be held responsible and charged accordingly for any spots of this kind found in a home.



### FUSES AND ELECTRIC LIGHT BULBS

A fuse box is located in the kitchen of the row houses (small door on wall) or in the hall in the apartment units. If a fuse burns out, a new one can be purchased at the Variety Store and installed by the tenant. Burned-out fuses will be recognized by the appearance of the little glass window in the front of the fuse. If this window is smoked and black, the fuse is burned out. It can be replaced by screwing a new one in exactly the same as a light bulb is replaced. Only 15 ampere fuses should be used in order not to endanger your household appliances. We recommend taking the old fuse with you when purchasing new ones, and also suggest that a spare fuse be kept in the house at all times for emergency use.

Fuses for the electric range are a special "cartridge" type and should be replaced by the Management only.

All electric light bulbs are to be replaced by the tenant when they burn out.

## RADIO AERIALS

Apartment house units are equipped with radio aerials that are wired to each apartment. "Aerial plugs" can be purchased at the Variety Store to connect your radio set to this outlet.

Row house units will be furnished with an approved outside aerial at the cost of \$1.00. Tenants are not permitted to erect their own outside aerial. (See "Rules and Regulations", paragraph 8, in your Residential Lease.)

## LAUNDRY

Please note carefully:

In the row house units clothesline poles are provided at the service side in the rear of the homes. All laundry, including bathing suits, must be removed from these lines, and the rope lines taken down, not later than 4:00 P. M. each afternoon, with the exception of Sundays, when no clothing or bedding of any kind is permitted on the lines from midnight Saturday to midnight Sunday. Bathing suits may be dried after 4:00 P.M. by placing on the grass. In case of rainy or stormy weather, residents may leave their laundry on the lines after 4:00 P. M. Wire lines may be left up permanently if they are drawn tightly, so as not to sag. In the event it is more convenient for persons to wash at night, they may do so if they don't hang their clothes on the lines before 10:00 P.M.



The apartment house units have complete laundry equipment in the basement. Please notice regulations posted in the laundry rooms concerning its use. Apartment house residents are not permitted to dry or air clothing on the porches in such a way that it can be seen from the street.

## GARBAGE DISPOSAL

Residents of row houses will find a foot-pedal garbage can immediately outside their rear door. It is requested that garbage either be put in paper sacks or that the garbage container be lined with paper to prevent corroding. A trash can is located inside the small porch closet, which closet can also be used for storing garden hose, tools, etc. We wish to caution the resident against storing anything in these closets which might be mistaken for trash and be picked up by the trash collectors, as the Management Office cannot be responsible for items stored thus collected through error. Collections are made several times weekly, and you can ascertain collection days by asking your neighbor or calling the Management Office.

GARBAGE DISPOSAL (Cont'd)

Residents in apartment houses are required to take their garbage and trash to the collection room in the basement at the foot of the stairs and deposit the same in cans provided for that purpose.

There is an annual service charge of \$3.00 for garbage collection, payable at the office of the Town Treasurer. If not paid within 30 days after due date, there is a penalty of 5% per month.

TELEPHONES

Telephone service in Greenbelt is handled entirely on an individual basis. There is no central switchboard at the Management Office. Residents can have telephones installed by placing an order with the operator at the Berwyn office. Rates for this service are as follows:

1 party line	----	\$2.75 per month
2 party line	---	2.25 per month
4 party line	---	1.75 per month
Service connection	---	1.50

REPAIR OF TOILETS

There will be a charge made for repairing all toilets that are clogged due to the tenant's negligence. The minimum charge will be 50¢, and will vary upwards according to the amount of work involved. This charge will be added to your rent bill.

LOCKOUTS

Residents who find themselves locked out of their apartment or house can obtain a key from the Management Office for a charge of 25¢, which charge will be made on the rent bill. When the office is closed keys can be obtained by getting in touch with the police officer on duty, who can usually be located near the Town Center. If the key is delivered to your home, the charge will be 50¢.



No keys are obtainable for the locker room in the apartment basements. If these keys are lost, the Management Office will have to supply a new lock and keys and have the old lock removed, for which a charge of \$1.00 will be made.

EXTERMINATION

This work is done under contract by a professional extermination company from Washington, D. C. We believe this company can do the work more satisfactorily than we can because it is their business, and they are already taking care of most of the large housing projects in and around the District.



EXTERMINATION (Cont'd)

Representatives of this company make frequent inspections of every home in Greenbelt to find out if any vermin are present; and, if so, to correct the problem before it becomes too serious. Please cooperate with these men in their work, since it is for your comfort and convenience that the Management Office has provided you with this service.



Do not think, however, that if vermin infests your home between the exterminator's visits, you must wait until he again comes around. Call the Management Office immediately, and an exterminator will be sent to your home at once. You of course realize that if you withhold your information until the exterminator's regular visit, the problem will become such a serious one as to be difficult to overcome. In many cases the resident is not responsible for the presence of such pests, but he IS RESPONSIBLE if he neglects to report it at once.

If you are not at home when the exterminator calls, he will leave a notice telling you when he will return, at which time, unless the Management Office hears from you to the contrary, he will expect to enter your house with a pass key if he again finds you away from home.

FIRE PROTECTION

Greenbelt has a modern fire alarm system with alarm boxes located on street poles at various places in the town. Be sure to locate the alarm box nearest your home at once so that you will know where it is if it is needed. In case of fire (1) go to the alarm box nearest your home, (2) pull open door of box, (3) pull down small lever of handle as far as it will go, (4) do not touch it again after doing this as you might interfere with the signal coming in properly - it requires several seconds for the siren to sound after the lever is pulled, (5) have someone stay at the fire alarm box to give location of fire upon arrival of fire truck.



Modern apparatus and modern methods assure you of real protection for life and property against fires, but you must learn the location of your alarm box to get the quickest service.





FLOWERS (Applies to row houses only)

Good top soil was originally placed between the houses and walks, both front and rear, and each family may feel free to use this space, plus any portion of the rear yard, for any kind of flowers or shrubbery that they wish to plant. Additional flowers may be planted in your front yards if the beds are made not more than two feet wide, parallel and bordering the walks and hedges. Rock gardens are not permitted.

HEDGES (Applies to row houses only)

Hedges and shrubs which have been planted around your house must be kept well watered, trimmed and cultivated in order to insure their growth. This is your responsibility and we must insist that you give it your attention.

GRASS (applies to row houses only)

The grass in both front and back yards should be regularly sprinkled and cut; this is not done, the Management will be forced to bill accordingly. There is no additional charge for the water consumed for this purpose.



and back yards should be regularly during the summer months. If Management will be forced to billed accordingly. There is the water consumed for this

FENCES (Applies to row houses only)

Fences of any kind are prohibited, except small fences for the protection of children under three years of age, which fences may be erected by the Management on the payment of a certain fee. Information regarding this matter may be obtained at the Office. Flower beds may be protected, if desired, by small, green wire, garden wickets.

GARDENS

Allotment gardens are available to anyone desiring to raise his own vegetables during the summer months. These gardens are located at several convenient spots adjacent to the community. Requests for reserving a garden plot should be made to the Office in the spring. A charge of \$1.00, to cover a part of the cost of plowing and fertilizing, is made for each 50' x 50' plot.

PETS

Dogs, cats, chickens, ducks, etc., are not permitted. This regulation was adopted by a referendum of the citizens of Greenbelt, as a protection for their children.

MAIL DELIVERY

At present there is no door-to-door mail delivery. We hope to have this service in the future, but for the time being all mail must be called for at the Post Office. Private boxes can be obtained for your convenience (45¢ for a small box, 60¢ for a medium box, 75¢ for a large box) or you may use the general delivery window.

Mail goes out at the following times: 8:45 A.M., 9:55 A.M., 12 N (1:30 P.M. on Saturdays) and 5:00 P.M., and comes in at the following times: 8:00 A.M., 9:30 A.M., 1:00 P.M. (2:30 P.M. on Saturdays) and 6:00 P.M. To go out at a specific time, you must have your mail at the Post Office at least 15 minutes before time to go out.

Regular postal hours are from 8:00 A.M. to 6:00 P.M. every day except Sunday. In addition, the lobby is open every evening except Sunday from 7:30 P.M. to 10:00 P.M. for the benefit of box holders.

TRANSPORTATION

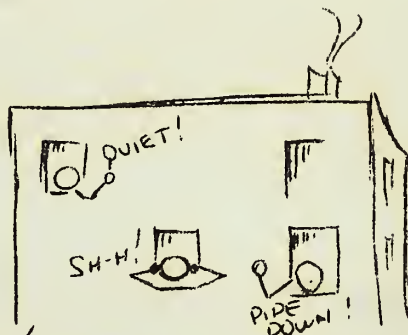
Transportation to and from Washington is furnished by the Capital Transit Company of Washington. Buses on regular schedule operate between Greenbelt and Berwyn where connection is made with street cars to and from Washington. The time required to make the trip one way is about one hour. The cost of a weekly pass is \$2.00 and the holder of a pass is entitled to use it on any of the Capital Transit cars or buses in Washington. The bus schedule is posted on the wall of the Bus Depot. Tenants may also obtain schedules from the Management Office.

PARKING

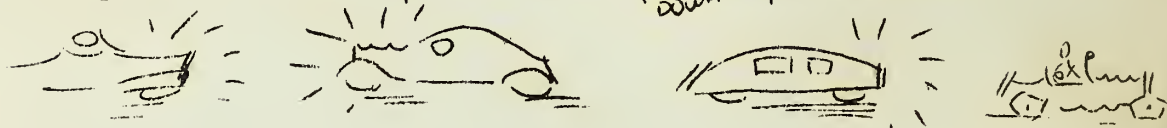
Sufficient space has been provided for parking automobiles off the streets or driveways in the residential areas, and we request your cooperation in keeping Greenbelt streets free from the constant parking difficulties that occur in Washington; also, there is to be no night parking on Greenbelt streets. This is a provision of the lease you have signed. If in doubt as to a parking location, call the Management Office for information.

BLOWING OF HORNS

Some residents leaving for Washington have their auto horns to a neighbor who may be ride with them. We indulge in this annoy-



ing early in the morning the habit of blowing attract the attention of intending to share the ask you to please not in ing habit.



## DISTURBANCES



Many times men and women, boys and girls, coming home at night from programs in the community center will unthinkingly awaken children and adults. We believe that consideration of this problem will be to the benefit of all the residents. We are forced to insist that persons coming home from night meetings and parties refrain from loud "rehashing" of the evening's

happenings. Remember, please, other people are sleeping.

## MANAGEMENT NOTICES

From time to time notices from the Management Office will be published in the Greenbelt Cooperator, the town's weekly newspaper, and we suggest that you read this paper regularly in order to be kept informed on these matters.

Mimeographed copies of matters of unusual importance (Town Ordinances, etc.) will be delivered to each home as the occasion demands.

## LOCAL WEEKLY PAPERS

The "Greenbelt Cooperator" and the "Sports Parade" are both voluntary publications, the former published by local residents interested in getting out a town paper, the latter published by the Greenbelt Recreation Department and giving information concerning all current recreational activities within the town. Both papers are delivered to your home once a week free of charge in order that every resident might know what is going on in Greenbelt.



## UNDERPASSES

The underpasses were constructed to eliminate dangers of traffic hazards, but other dangers have arisen by children roller skating or riding bicycles and wagons through these areas, causing considerable danger and some serious accidents. Please instruct your children that roller skating, riding of skooters, bicycles, tricycles or wagons through the underpasses, or on the approaches to underpasses, is strictly forbidden.

## ROLLER SKATING

Roller skating, except through the underpasses, is permitted on all the walks, except after dark, when roller skating must be limited to the mercantile and community center area.



BICYCLES

The riding of two-wheeled bicycles on the walks or in the plaza at the business center is prohibited. We have had several serious accidents caused by bicycles striking children who were on the walks, and we are therefore required to enforce this restriction.

Registration of all bicycles is required, and a copy of the bicycle regulations can be obtained from the Director of Public Safety.

NURSERY SCHOOL

This is a volunteer cooperative nursery school under the supervision of Mrs. Charlotte Wagner, a trained and experienced nursery school teacher. It offers to the 3 and 4-year olds an excellent program which points the way to kindergarten and elementary school. For further information call Mrs. Mary Jane Kinzer at the Management Office, Gr. 2011.

KINDERGARTEN

The kindergarten is a service provided for by the Council of the Town of Greenbelt, and is carried on for children 5 years of age under the direction of Mrs. Catherine T. Reed (Principal of the Elementary School), with two kindergarten instructors in charge of the teaching program. Classes are held in the Community Building. For further information call Gr. 2741.

EDUCATION PROGRAM (Grade and High School)

Greenbelt has two schools - the Elementary School located in the Community Building with Mrs. Catherine T. Reed its principal, and the High School located one and one-half miles from town with Mr. C. Paul Barnhart its principal. A school bus is provided to take Greenbelt children to the high school, the fare being 25¢ a week or 5¢ for an individual ride. For further information call Gr. 2741 (Elementary School) and/or Gr. 3521 (High School).





## ADULT EDUCATION PROGRAM

From September through May the community sponsors a program in adult education with night classes in various courses. For further information call Mrs. Mary Jane Kinzer, Director of Adult Education, at the Management Office, Gr. 2011.

## GREENBELT COMMUNITY BAND

Membership in this band, which is under the direction of Mr. Paul Garrett, is open to children between the ages of 10 and 20. It meets for instruction two hours every Friday evening. For further information call Mrs. Mary Jane Kinzer at the Management Office, Gr. 2011.



## LIBRARY

An up-to-date library, located in the Community Building, is operated for all residents of Greenbelt. You are invited to make use of its services. It is open every day except Sunday (9:00 A.M. to 12:00 N. from Monday through Saturday, and 1:00 P.M. to 5:00 P.M. from Monday through Friday) and three evenings each week - Mondays, Wednesdays and Fridays (7:00 P.M. to 9:00 P.M.) -- with the summer schedule varying somewhat during the months of July and August. Mrs. Roba S. Harris is librarian in charge and may be reached by calling the library at Gr. 2721.

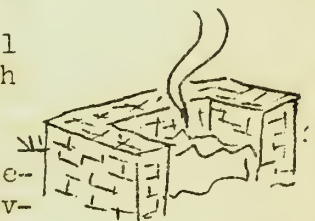
## RECREATION



The Town of Greenbelt employs three full-time recreational directors (Mr. Vincent Holochwest, Mr. Benjamin Goldfaden and Miss Doris Dungan) who have full charge of programs for adults and children. During the winter months, in the Community Building, gymnasium classes and games are held for adults on Tuesday, Wednesday and Thursday evenings. Afternoon classes from Monday through Friday and a class on Saturday mornings are held for elementary and high school boys and girls. During the summer months a complete outdoor recreational program is available. For further information call Mr. Holochwest, Director of Recreation, at the Elementary School, Gr. 2741.

## PICNIC AREAS

Greenbelt has large wooded areas surrounding it in all directions. These wooded areas have been provided with fireplaces for picnicking, and paths for walking and bicycling. We request your utmost care as to the use of fires in these areas, and ask that you use the fireplaces for this purpose and put out the fire when leaving.



## TOWN FAIR

It has been the custom in Greenbelt to hold a Town Fair every year about the end of August or in the early part of September. These fairs are participated in by almost everyone in town. All organizations contribute their special talents. We hope that you will inform yourselves on this particular phase of our community life.

## HOSPITAL



Greenbelt has a modern and well-equipped hospital, containing 10 beds and 3 bassinets, with all semi-private accommodations (no private rooms or wards) and an operating room and delivery room in one. This hospital handles all types of cases (except bad accident cases, due to lack of proper equipment) including medical, surgical, obstetrical and pediatrics. Graduate nurses are in attendance at all times in three 8-hour shifts. Rates and services make the hos-

pital attractive to those needing hospitalization. Visiting hours are from 2:30 P.M. to 4:30 P.M. every afternoon and 7:00 P.M. to 8:30 P.M. every evening. Mrs. Helen Boren Long, Superintendent, will welcome your inspection. For further information call the hospital at Gr. 2141.

## PUBLIC HEALTH

The Department of Public Health conducts clinics at 9:00 A.M. every Tuesday in the Home Economics Room at the Elementary School, and conducts pre-natal classes at 2:00 P.M. every Tuesday in the same room. The work accomplished by the clinics includes small-pox vaccinations, Schick tests and the injection of diphtheria toxin and whooping cough serum. The Department also carries on the daily inspection of school children. Their office is located in a room adjoining the reception room of the Greenbelt Hospital. For further information call Dr. Joseph M. Silagy, Director, or Mrs. Irma Face, Nurse, at Gr. 2141.



## DENTIST

Dr. James W. McCarl has an office for the practice of dentistry at 30-A Ridge Road - Phone Gr. 2261.

## PERSONAL PROPERTY TAX

The Town Council has the right to assess a personal property tax on household goods and automobiles. Exemption, in the amount of \$100 in the assessed valuation, is allowed and the rate will be the same as the general rate prevailing for real estate in the town.





## RELIGIOUS SERVICES

Religious services are conducted in Greenbelt for adherents of the Protestant, Catholic, Hebrew and Mormon faiths.

Greenbelt Community Church: Minister - Reverend Wilmer P. Johnston . Sunday School Superintendent - Mr. Elmer Reno. Meet in the Community Building on Sundays. Church school, for departments ranging from a nursery class to men's and women's classes, is conducted at 9:30 A.M.; church services are held at 11:00 A.M.; and the Young People meet at 6:30 P.M. The Community Church Choir rehearses on Friday evenings in members' homes, and the Community Church Guild, a ladies' auxiliary organized to carry out measures of interest to the church, meets the first Wednesday afternoon in each month.

Greenbelt Catholic Church: (part of Holy Redeemer Parish with Mother Church at Berwyn) Pastor - Reverend Leo J. Fealy. Meet in the Greenbelt Theatre on Sundays. Sunday School is conducted at 8:30 A.M. and Mass is conducted at 9:00 A.M. Confession is heard every Saturday night from 7:30 P.M. to 8:30 P.M. at the home of Mr. Guy Moore, 27-A Ridge Road. The choir, known as the Catholic Choral Club, sings not only for special religious services, but for community entertainment as well. The Holy Name Society, a men's organization, meets to promote respect for the name of God. For information regarding the Catholic school in Berwyn, contact Reverend Fealy.

Greenbelt Hebrew Church: Headed by Rabbi Silver. Meet in the Community Building. Church services are conducted Friday evenings at 8:00 P.M. and Sunday School is conducted Sunday mornings at 11:00 A.M. The Ladies' Auxiliary, organized to help the needy, meets the first Tuesday of each month at the homes of members.

Latter Day Saints: Branch President - Mr. Lewis Madsen. Meet in the Social Room of the Community Building on Sundays. Sunday School is conducted at 11:00 A.M.; the Men's Priesthood Class, a Bible study group, meets at 6:30 P.M.; and night Sunday services are held at 7:30 P.M. The Relief Society, a welfare group which also conducts prescribed courses in social service and literature, meets on Tuesday nights at the homes of members.





Attached to this bulletin are leaflets explaining in detail the following features of the Greenbelt Community. We recommend that you study each thoughtfully and carefully:

Greenbelt Consumer Services, Inc.  
Greenbelt Health Association  
Greenbelt Federal Credit Union

We request that you keep this manual in a convenient place in your home for reference at various times.

You will find living in Greenbelt cooperative in many ways. The Management Staff will be glad to discuss with you any problem or matter that will tend to make conditions better, whether it be one that affects you or the entire community. You may have suggestions regarding the operation of the community. If so, please tell some member of the staff, during office hours. We may not be able to accept all suggestions, but we will learn much through the help and cooperation of our people.

We hope you will enjoy your residence in Greenbelt and will remain here for many years.

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# MANAGEMENT STAFF

Roy S. Braden-----	Community Manager
Arthur L. Rysticken-----	Administrative Assistant
J.W. Rabbitt, Jr.-----	Chief Accountant & Treasurer
Mary Jane Kinzer-----	Supervisor Family & Community Services
Angus B. MacGregor-----	Superintendent of Grounds
George J. Panagoulis-----	Director of Public Safety
Harry E. Walls-----	Superintendent of Maintenance
Dr. Joseph M. Silagy-----	Director of Public Health
Mrs. Irma Face-----	Public Health Nurse
Vincent C. Holochwest-----	Director of Recreation
Reba S. Harris-----	Librarian
Harry W. Rhodes-----	Director of Public Works
	&
	Superintendent of Sanitation
Helen Boren Long-----	Superintendent of Hospital
Winfield McCamy-----	Town Clerk
Milton Blum-----	Town Accountant
Noble V. Anderson-----	Federal Purchasing Agent
Edna L. Johnson-----	Town Purchasing Agent

## GREENBELT CONSUMER SERVICES

All of the Greenbelt stores are operated by Greenbelt Consumer Services, Inc., a cooperative organization owned and controlled by the people of Greenbelt. The store space is leased from the United States Government with rent on a percentage of sales basis.

Anyone may trade in the stores, whether he is a member of the cooperative or not. Membership is voluntary and open to all. A share of stock costs ten dollars (\$10.00) and may be paid in installments.

The members elect nine of their number to the Board of Directors. The Board directs the cooperative and is responsible to the membership. It employs a general manager who operates the stores in accordance with policies laid down by the Board.

In accordance with the Rochdale principles for cooperatives, each member has but one vote regardless of the number of shares owned, interest on share capital is limited and the net surplus at the end of each year is returned to the consumer owners as patronage rebates. The rebates are determined in proportion to the amount each member has purchased during the year. In order to share in the patronage rebates, you should save all purchase receipts and turn them in when notified (usually once a year). Members with a fully paid share are entitled to their rebate in cash, unless the membership decides otherwise. You may become a member by declaring your intention of joining either at the offices of the company or to the Board of Directors. Then your patronage return will be credited towards a share. Cash returns are paid only to fully paid share holders.

Prices in the stores compare favorably with those in and around Washington. The stores handle many Co-op brand items which are supplied by the Eastern Cooperative Wholesale, Inc., in New York City. This wholesale is owned by cooperative stores along the Atlantic Seaboard. The middleman profit is eliminated because the wholesale's savings are returned to the member stores as patronage rebates. The quality of Co-op label merchandise is tested at the wholesale's testing kitchen. Virtually all items have the grade and other information on the label.

All sales are for cash, and deliveries are made only by the Valet Shop. Elimination of delivery and credit enables low operating expenses, which in turn enable lower prices.

The Cooperative Management assures you that you will receive fair, courteous treatment at all times. You are invited to come to the office with any questions or suggestions that you may have. The stores are the people's - here solely to serve the people.

The Cooperative operates the following services: Food Store, Drug Store and Luncheonette, Beauty Shop, Barber Shop, Valet Shop and Shoe Repair Shop, Theater, Gasoline Station and Repair Garage, and General Merchandise Store.

George E. Hodsden

General Manager

## GREENBELT HEALTH ASSOCIATION

The Greenbelt Health Association is a cooperative, voluntary, non-profit unincorporated organization formed by the people of Greenbelt for the purpose of securing for themselves the best kind of medical care available on a budget plan they can all afford. It is completely controlled by the members (except in matters of medicine) as is the case in all co-operatives. The members control policies and rates.

All the physicians at the Medical Center are on the staff and they have all had extensive training and practice in such specialties as traumatology and fractures, urology, internal medicine, obstetrics and gynecology, pediatrics and general surgery. Other physicians covering supplementary fields of special medicine will be added from time to time as the size of the Association increases. At present the physicians are capable of handling virtually all of Greenbelt's medical needs, but in cases when additional equipment or a consulting specialist is required, the Association can often make outside arrangements either at no additional cost to members or at a considerable savings.

Generally speaking, the Association secures for its members all services usually rendered by general practitioners; office calls and phone calls without limit; home calls without limit, except that a small charge is made for the first home call for any one ill person in a period of seven days. Members receive periodic, thorough physical examinations and routine laboratory services. Special rates to members, amounting to about 40-50% savings, apply to surgery, fractures, obstetrics and the more complicated laboratory tests.

Dues are monthly in advance: \$1.00 for single persons, \$1.50 for couples, \$2.00 for families with one or two children, and \$2.25 for families with three or more children. There is an entrance fee of \$5.00 which may be paid in installments. (Entrance fees are allocated to a capital fund for the purchase of diagnostic and therapeutic equipment for the use of Association physicians.

The Association does not cover costs of hospitalization nor dental care.

Further information may be had by paying a visit to or telephoning (Gr. 2121) the Medical Center, which is located at 30-D Ridge Road.

The Association's physicians at present also have private practices and may be consulted at the Medical Center by anyone, whether or not he belongs to the Association. When not at the Medical Center, the doctors may be located by phone through the hospital (Gr. 2141) or at their homes.

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## GREENBELT FEDERAL CREDIT UNION

The Greenbelt Federal Credit Union was organized shortly after the first families moved into town. Its purpose was to afford its members an opportunity to accumulate their savings and to create for themselves a source of credit where loans for provident and productive purposes could be obtained.

Members in good standing have the privilege of borrowing up to \$50.00 (larger amounts if security is offered) at a reasonable rate of interest. At present the interest rate is 1% per month on the unpaid balance of the loan. Those who deposited their savings in the Credit Union received a dividend of 5% in 1940, an indication that the Credit Union is a good place to save money as well as a good place to borrow money.

Over 750 Greenbelt residents, all of whom are active members, are the sole owners of this banking facility. Their votes, at the annual meeting held each January, elect a Board of Directors to carry on the day by day functions of the Credit Union. They also elect a Supervisory Committee to audit the books and a Credit Committee to make the necessary investigations before granting loans.

Credit Union office hours at present are from 2:00 P.M. to 6:00 P.M. on Mondays, Tuesdays, Thursdays and Saturdays; 3:00 P.M. to 5:00 P.M. and 7:00 P.M. to 9:00 P.M. on Fridays; and the office is closed all day on Wednesdays. During office hours the Credit Committee meets in the Credit Union office in Room 200 over the Drug Store. Here payments on loans or deposits to savings accounts may be made to the Treasurer.

The Credit Committee meets on Wednesday evenings from 7:00 to 9:00.

For further information call Gr. 2481.

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## TRANSFERS

We have a great many families living in apartments who have had, or are expecting to have, increases in their families and as a result of this have made application to our office for houses which would be adequate to provide for their comfort and convenience.

We are very anxious to transfer such families from apartments to houses as it prevents overcrowding and helps to keep the standard of living at the same high plane we all desire to maintain.

We do, however, have to depend on "move-outs" before such transfers can be made; thus, as we already have a long waiting list, it is necessary that some policy be adopted regarding this matter. Therefore, the following will be observed:

1. No family will be eligible for transfer until after they have completed one year of occupancy.
2. No family will be eligible for transfer until after there has been a change in family status.
3. Ages of children will be taken into consideration in making transfers, but no transfers will be made until children are at least six months old - except in cases of families living on third floor apartments.
4. Any three-member family expecting another child, and who lives in a two-bedroom house, will not be transferred to a larger house until the new baby is one year old, and then only if the sex of the new child is different from that of the first.

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## SUBLEASING

During the past three years we have had requests from our people asking approval for the subleasing of their homes. We never have been able to give approval for this, although we have had an understanding whereby local residents going away from Greenbelt on vacation could have someone living at their homes during their absence. However, this privilege has grown to such an extent that it has reached the point where many persons are actually subleasing their homes for periods of three months or longer. This is in direct violation of Provision 16 of the lease between the tenant and Farm Security Administration.

It has been the policy of Farm Security Administration to permit tenants to have visitors for periods not exceeding three months, although this period can surely be extended if there is no overcrowding brought about by reason of such additional occupancy and if no additional income is provided from this source.

Visitors should come under the class of parents, relatives or friends, but in no case can a person who pays any money for use of the premises be termed as a visitor, and certainly it would not seem proper for the tenant to leave and be away all during the time he has a "visitor" at his home.

Anyone who subleases his home will be asked to surrender his lease and vacate the premises.

We would also like to call attention to Section 7 of your lease, which says that the tenant shall not use the premises as a rooming or boarding house, nor to carry on any trade, profession or industry without written consent. There are several cases where roomers or boarders are being kept and we must enforce this provision of the lease.

If the above does not apply to you, we ask you to please disregard this letter, but because of the great number to whom it does apply and the ever increasing number of persons affected by it; we are compelled to call the matter to your attention now.

We will appreciate your cooperation.

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